



Oxnard School District INSTRUCTIONS FOR REPORTING WORK-RELATED INJURY/ILLNESSES

OUTSIDE THE DISTRICT'S NORMAL BUSINESS HOURS



★★ IMPORTANT NOTICE ★★

**FOR LIFE THREATENING INJURIES OR ILLNESSES,
CALL 911 IMMEDIATELY...DON'T WAIT!**

If possible, advise the Emergency personnel that this is work-related injury/illness.
Affected employee shall complete the Workers' Compensation paperwork
as soon as they are physically able.



St. John's Hospital Emergency Room
1600 N. Rose Avenue, Oxnard, CA
(805) 988-2500

WHEN A **NON-LIFE THREATENING** WORK-RELATED INJURY OR ILLNESS OCCURS BEFORE OR AFTER THE DISTRICT'S NORMAL BUSINESS HOURS:

1



The employee will notify the site supervisor/
site administrator or lead staff immediately in
person (if available) or via telephone call.

2



If medical treatment is needed:

- **SUPERVISOR/SITE ADMINISTRATOR/LEAD STAFF:**
Instruct the employee to call Company Nurse
injury hotline at **1-855-602-5267** to receive
immediate treatment evaluation by medical
professional (RN) specializing in occupational injuries.
- **Injury Hotline: 1-855-602-5267**
Oxnard School District Code: VCS01
- **EMPLOYEE:** Follow the treatment instructions
provided by the Company Nurse and advise your
site supervisor/site administrator.

3



If directed to the Emergency Room, the employee will
submit any documents (Admission/Discharge paperwork)
to Risk Management Office or via email at
wcinjury@oxnardsd.org on the following day and
prior to returning to work.

4



Site staff/Supervisor should provide the employee
the appropriate w/c documents to complete. If not
able to complete Risk Management Office will
follow up to provide employee with w/c documents.

5



Follow up appointments and medical visits will be
scheduled with the designated occupational clinic
as direct by Risk Management Office.



DESIGNATED OCCUPATIONAL CLINIC



Agile Occupational Medicine
(formerly Akeso)

1901 Outlet Center Drive,
Suite 101, Oxnard
(805) 988-3200



OFFICE HOURS:

Monday-Friday
7 a.m. to 7 p.m.

Saturday
9 a.m. to 5 p.m.

Sunday
Closed



TRANSPORTATION SERVICE AVAILABLE

Transportation services is available for the initial visit to the industrial clinic
when an employee is injured on the job and is unable to drive themselves
for treatment. **Please note this service is for the initial roundtrip to the
industrial clinic only.**



To schedule transportation services,
please contact Ilingo at:

(800) 311-8331
Member ID Code: OESD

If you have an after-hours call and the
call goes to voicemail you will receive a
return call within 10 minutes or less.



Your health. Your safety. Our priority.

Revised July 2026